

DOCUMENT RESUME

ED 252 935

EA 017 445

TITLE Minimum Standards: Elementary and Secondary Schools.

INSTITUTION Ohio State Dept. of Education, Columbus. Div. of Elementary and Secondary Education.

PUB DATE 83

NOTE 29p.; For related documents, see EA 017 446-459.

PUB TYPE Legal/Legislative/Regulatory Materials (090)

EDRS PRICE MF01/PC02 Plus Postage.

DESCRIPTORS Accreditation (Institutions); Core Curriculum; Elementary Secondary Education; Outcomes of Education; Private Schools; School Expansion; School Funds; Special Schools; State Agencies; *State Boards of Education; State Curriculum Guides; *State School District Relationship; *State Standards; Tax Allocation; Teacher Evaluation

IDENTIFIERS *Ohio; Ohio State Board of Education

ABSTRACT

The Ohio State Board of Education is required by state law to "formulate and prescribe minimum standards to be applied to all elementary and secondary schools in the state." This document, the first in a series, presents the revised minimum standards (effective September 1983) established by the State Board of Education for Ohio schools, under the direction of a 34-member advisory committee representing educators, parents, other citizens, and students. The first section provides definitions of key terms used throughout the document. The second section outlines curricular requirements for the K-12 educational program. The third section provides guidelines for allocating educational resources. The fourth section prescribes minimum standards for nonpublic schools, and the fifth defines the "special purpose school," for which it sets minimum standards. The sixth section outlines procedures for beginning a new school and for changing location or ownership of a school. Procedures for evaluation are provided in the seventh section. The eighth and final section outlines minimum standards for the nonchartered, non-tax-supported school. (TE)

* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *

ELEMENTARY AND SECONDARY SCHOOLS

ED252935



U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

X This document has been reproduced as
received from the person or organization
originating it.
Minor changes have been made to improve
reproduction quality.

- Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS
MATERIAL HAS BEEN GRANTED BY

F. B. Walter

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)."

EA 017 445

MINIMUM STANDARDS

STATE BOARD OF EDUCATION

Richard C. Glowacki, President	Toledo
Wayne E. Shaffer, Vice President	Bryan
Jean E. Bender	Akron
Wallace E. Blake	Zanesville
Paul Brickner	Willoughby
Jack C. Hunter	Youngstown
Virginia E. Jacobs	Lima
Robert H. Johnson	Springfield
Mary R. Lindner	Cincinnati
William E. Moore	Woodsfield
Sue Ann Norton	Westerville
Paul F. Pfeiffer	Massillon
Edwin C. Price, Jr.	Cincinnati
Chester A. Roush	Kettering
Anthony J. Russo	Mayfield Village
Lucy Russo	Cleveland
Steven Schecter	Cleveland Heights
Patricia Smith	Worthington
Sally R. Southard	Oxford
Jo Thatcher	Portsmouth
Karen L. Worley	Elyria

Franklin B. Walter
Superintendent of Public Instruction

G. Robert Bowers
Assistant Superintendent of Public Instruction

Mary J. Poston
Division of Elementary and Secondary Education

An Equal Opportunity Employer

FOREWORD

For the purpose of providing a general education of high quality, the State Board of Education is required by Revised Code Section 3301.07 to "formulate and prescribe minimum standards to be applied to all elementary and secondary schools in the state." New minimum standards for elementary and secondary schools, effective September 1, 1983, focus on learner outcomes.

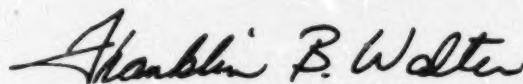
Direction for the revision of standards came from a 34-member advisory committee representing educators, parents, other citizens and students. The process included an extensive survey of citizens, educators and students on their priorities for a general education of high quality; regional meetings; review of educational research; analysis of laws and practices of other states; and collection of data on the potential impact of standards to improve schools in an educationally and fiscally responsible manner.

Individual boards of education under the new minimum standards set the stage for the educational program with the adoption of a philosophy of education and the setting of educational goals. Adopted courses of study for each subject taught establish the basis for instruction and provide for articulation of curriculum across grade levels within a meaningful scope and sequence.

Student mastery of basic skills is strengthened by the requirement of locally developed competency based education programs in English composition, mathematics and reading. With performance expectations established, systematic instruction, assessment including testing, and intervention are directed toward the particular needs of pupils.

Minimum standards for elementary and secondary schools reflect recognition of the state's legitimate interest in educating young people for citizenship and assuring that pupils in every school have an opportunity for a general education of high quality. At the same time, there is latitude and encouragement for local decision-making as boards of education, school personnel, parents and pupils implement educational programs in their communities.

Appreciation is extended to the various members of the advisory committee for the deliberation given over three and one-half years to formulating the recommendations which gave rise to the new standards. Through these standards, schools can meet the anticipated needs of our youth.



Franklin B. Walter
Superintendent of Public Instruction

TABLE OF CONTENTS

DEFINITIONS	3
EDUCATIONAL PROGRAM	4
EDUCATIONAL RESOURCES	10
NONPUBLIC SCHOOL	16
SPECIAL PURPOSE SCHOOL	17
PROCEDURES FOR NEW SCHOOL.....	19
EVALUATIONS	20
NON-CHARTERED, NON-TAX SUPPORTED SCHOOL.....	21

DEFINITIONS

3301-35-01 Definitions

The following terms are defined as they are used in these rules.

- (A) "Board of education" - the elected governing body of a school district or the governing body of a nonpublic school.
- (B) "Certificated staff" - school personnel who have been assigned positions which require a certificate in accordance with section 3319.30 of the Revised Code.
- (C) "Classified staff" - school personnel who are assigned to positions under section 3317.12 of the Revised Code.
- (D) "Educational option" - experiences or activities which may be provided in accordance with board policy to supplement the regular school program scheduled for pupils. Such options may include:
 - (1) "Correspondence course" - systematic instruction by mail or electronic media between a pupil and instructor in accordance with board policy.
 - (2) "Educational travel" - an educational activity involving travel in accordance with board policy under the direction of a person approved by the board and parent.
 - (3) "Independent study" - an educational activity involving advanced or indepth work by an individual pupil under the direction of a certificated member of the school staff in accordance with board policy.
 - (4) "Mentor program" - an educational activity including advanced or indepth work by an individual pupil in accordance with board policy under the direction of a noncertificated individual. Mentors shall be individuals selected in accordance with board criteria and subject to parent approval.
 - (5) "Tutorial program" - an educational activity involving work by an individual pupil under the direction of a certificated teacher in accordance with board policy.
- (E) "Intervention" - alternative or supplemental action designed to remediate, reinforce, or support pupil learning relative to specified performance objectives.
- (F) "Parent" - A person or government agency having responsibility for a child as defined by section 3321.01 of the Revised Code.

MINIMUM STANDARDS

EDUCATIONAL PROGRAM

- (G) "Policies" - principles governing the operation of the school. Policies shall be established and adopted by the board of education.
- (H) "Procedures" - an administrative course of action specified in writing.
- (I) "Pupil activity programs" - school sponsored noncredit activities which are beyond the scope of the prescribed courses of study but are provided school supervision and support. Pupil activity programs include but need not be limited to performance groups, interscholastic activities, and school clubs.
- (J) "Pupil performance objectives" - statements derived from prescribed goals and objectives delineating expected student outcomes as observable behaviors or products of behavior.
- (K) "Superintendent" - chief administrative officer of a school district or the chief administrative officer of a nonpublic school.

Effective: September 1, 1983

3301-35-02 Educational Program

The kindergarten through twelfth grade educational program shall be implemented in accordance with adopted policies which cover paragraphs (A) to (E) of this rule. Board policies shall be available to parents, pupils, and school personnel.

- (A) A written philosophy of education and educational goals shall give direction to the educational program and shall provide a basis for daily operations.
 - (1) The educational program shall be provided without discrimination on the basis of color, national origin, race, or sex.
 - (2) The philosophy of education and educational goals shall reflect pupil interests and needs identified by broad representation of community, pupils, and staff.
- (B) Curriculum and instruction shall be characterized by systematic planning, articulation, implementation, and evaluation.
 - (1) Courses of study shall establish the basis for curriculum and instruction.
 - (a) A course of study shall be adopted for each subject taught. Each course of study shall:
 - (i) Comply with the provisions of section 3313.60 of the Revised Code;

EDUCATIONAL PROGRAM

- (ii) Be based on the philosophy of education and educational goals;
 - (iii) Prescribe what is to be taught;
 - (iv) Specify subject matter objectives;
 - (v) Establish a scope and sequence;
 - (vi) Provide a basis for pupil evaluation.
- (b) Courses of study shall provide for the following topics to be a part of the curriculum: career education, citizenship, human relations education, multicultural education, energy and resource conservation education, and instruction in study skills.
- (c) Courses of study shall be reviewed and updated at least once every five years.
- (2) Locally developed competency based education programs shall be implemented for English composition, mathematics, and reading.
- (a) Pupil performance objectives shall be established for English composition, mathematics, and reading.
 - (b) Provisions shall be made for periodic assessment of pupil performance, including testing at least once in grades one through four, grades five through eight, and grades nine through eleven.
 - (c) Guidelines shall be established for the use of assessment results for instruction, evaluation, intervention, guidance, and promotion decisions.
 - (d) Intervention shall be provided according to pupil needs.
 - (e) Written policies and procedures shall be adopted by the board of education regarding the participation of handicapped pupils in locally developed competency based education programs. Provisions may be made for exemption of individual handicapped pupils from the requirements of the locally developed competency based education programs.
 - (f) Implementation of competency based education in English composition, mathematics, and reading shall begin no later than the 1984-85 school year, with full implementation to be completed no later than the 1989-90 school year.
 - (g) Competency based education programs shall be reviewed and updated at least once every five years.

EDUCATIONAL PROGRAM

- (3) Daily lesson plans shall give direction for instruction and implementation of courses of study.
- (4) Pupil achievement shall be monitored according to established procedures.
 - (a) Reports of pupil progress shall be made to parents at established intervals.
 - (i) An interim report shall be made to parents when pupil progress is unsatisfactory.
 - (ii) Parents shall be notified of problems with pupil conduct or attendance according to established procedures.
 - (b) Pupil records shall be safeguarded according to sections 1347.99 and 3319.321 of the Revised Code.
- (5) Criteria for decisions on pupil promotion and retention shall include a requirement that pupils complete one year of American history and one-half year of Ohio studies for promotion from the eighth grade.
- (6) Requirements for high school graduation shall include eighteen units earned in grades nine through twelve and shall be distributed as follows:
 - (a) English language arts, three units;
 - (b) Health, one-half unit;
 - (c) Mathematics, two units;
 - (d) Physical education, one-half unit;
 - (e) Science, one unit;
 - (f) Social studies, two units which shall include:
 - (i) American history, one-half unit, and
 - (ii) American government, one-half unit;
 - (g) Elective units, nine.
 - (h) Each pupil shall be required to complete three units in another subject in addition to the English requirement stated in paragraph (B)(6)(a) of this rule.

The effective date of this requirement shall be September 1, 1987.

- (7) Diplomas shall be issued to pupils who complete graduation requirements in accordance with the provisions of paragraph (B)(6) of this rule and section 3313.61 of the Revised Code.
- (8) Requirements for awarding credit to pupils who successfully complete courses in grades nine through twelve:

EDUCATIONAL PROGRAM

- (a) Shall specify that a minimum of one hundred twenty hours be scheduled for one unit of credit with the following exceptions:
 - (i) Laboratory courses shall be scheduled for a minimum of one hundred fifty hours for one unit of credit;
 - (ii) Physical education courses shall be scheduled for a minimum of one hundred twenty hours for one-half unit of credit;
 - (b) Shall specify that credit courses have at least two meetings per week;
 - (c) Shall specify that a fractional unit of credit be awarded on a proportionate basis for a course scheduled to meet less than the minimum time required for one unit of credit;
 - (d) May permit more than one unit of credit to be awarded on a proportionate basis for a course scheduled for more than one hundred twenty hours;
 - (e) May permit pupils below the ninth grade to take advanced work for credit, but such credit may not be considered in calculating the eighteen units required for high school graduation in paragraph (B)(6) of this rule.
- (9) Each building shall be open for instruction with pupils in attendance according to sections 3313.48 to 3313.492, 3313.484, and 3313.485 of the Revised Code, whichever section is applicable.
- (10) Scheduled classes, supervised activities, or approved educational options for kindergarten pupils shall be provided for the equivalent of at least two and one-half hours a day throughout the year.
- (a) A minimum of two hundred minutes per week shall be allocated for readiness activities in handwriting, mathematics, and reading.
 - (b) The balance of time shall be allocated for art, English language arts, health, music, physical education, science, and social studies.
- (11) The school day for pupils in grades one through six shall consist of scheduled classes, supervised activities, or approved educational options for at least five hours exclusive of the lunch period.

EDUCATIONAL PROGRAM

- (a) A minimum of eleven hundred minutes per week shall be allocated at each grade level for planned instruction in English language arts, health, mathematics, reading, science, and social studies. Foreign language instruction may be included in the eleven hundred minutes.
 - (b) A minimum of two hundred minutes per week shall be allocated at each grade level for planned instruction in art, music, and physical education.
 - (c) Weekly time allocations may be modified, except for English language arts, mathematics, and reading, provided pupils complete an equivalent amount of time on an annual basis as specified in paragraphs (B)(11)(a) and (B)(11)(b) of this rule.
- (12) The school day for pupils in grades seven and eight shall consist of scheduled classes, supervised activities excluding interscholastic athletics, or approved educational options for at least five and one-half hours exclusive of the lunch period.
- (a) Seventh and eighth grade pupils shall be scheduled for planned instruction the equivalent of at least one thousand minutes per week for the following:
 - (i) English language arts;
 - (ii) Mathematics;
 - (iii) Reading or foreign language;
 - (iv) Science;
 - (v) Social studies.
 - (b) Seventh and eighth grade pupils shall be scheduled for planned instruction the equivalent of at least eighty minutes per week in physical education.
 - (c) Seventh or eighth grade pupils shall be scheduled for planned instruction the equivalent of at least eighty minutes per week in each of the following:
 - (i) Art;
 - (ii) Health;
 - (iii) Music.
 - (d) The remainder of the minimum school week for seventh and eighth grade pupils may be allocated for planned instruction in subjects specified in paragraphs (B)(12)(a) to (B)(12)(c) of this rule or in subjects such as:
 - (i) Business education which may include typewriting or keyboarding;
 - (ii) Computer science;
 - (iii) Home economics;
 - (iv) Industrial arts.

EDUCATIONAL PROGRAM

- (13) The school day for pupils in grades nine through twelve shall consist of scheduled classes, supervised activities excluding interscholastic athletics, or approved educational options for at least five and one-half hours exclusive of the lunch period.
 - (a) A minimum of forty-five units shall be scheduled and operated in separately organized classes each year.
 - (b) The forty-five units shall be distributed as follows:
 - (i) Business or vocational business, two units of which at least one-half unit shall be typewriting or keyboarding;
 - (ii) Economics, one-half unit;
 - (iii) English language arts, four and one-half units;
 - (iv) Fine arts, four units of which at least one unit shall be art and one unit shall be music;
 - (v) Foreign language, three units if one foreign language is scheduled; or two units each if two foreign languages are scheduled;
 - (vi) Health, one-half unit;
 - (vii) Home economics or vocational home economics, two units;
 - (viii) Industrial arts, two units;
 - (ix) Mathematics, four units;
 - (x) Physical education, one-half unit;
 - (xi) Reading, one-half unit;
 - (xii) Science, four units, including at least two laboratory courses;
 - (xiii) Social studies, two and one-half units, including one-half unit of American history and one-half unit of American government;
 - (xiv) Fifteen units unspecified which may include twelve units which pupils may earn in vocational courses either at the home school or a vocational school.
- (C) Educational options may be made available to pupils.
 - (1) The superintendent may approve an educational option upon evidence that:
 - (a) The parent has approved participation for any pupil under the age of eighteen;
 - (b) An instructional plan has been submitted prior to pupil participation. The instructional plan shall include:

EDUCATIONAL RESOURCES

- (i) Instructional objectives;
- (ii) An outline including major instructional activities, materials, and environments;
- (iii) A description of criteria and methods for assessing pupil performance;
- (c) A certificated teacher shall provide instruction and evaluate pupil performance in tutorial programs and independent studies;
- (d) A certificated teacher shall evaluate pupil performance in correspondence courses, educational travel, and mentor programs.
- (2) Promotion and retention decisions regarding pupils in kindergarten through eighth grade shall consider pupil performance relative to the objectives of an option.
- (3) A maximum of six units of credit may be applied toward the eighteen units required for graduation in paragraph (B)(6) of this rule. No more than four of the six units may be applied toward requirements specified in paragraphs (B)(6)(a) to (B)(6)(f) of this rule.
- (D) An experimental program may be provided to meet the identified needs of pupils subject to prior approval by the Ohio department of education.
- (E) The educational program provided in accordance with paragraphs (A) to (E) of this rule shall be evaluated at least once every five years. Evaluation procedures shall be conducted according to professionally recognized criteria and procedures.

Effective: September 1, 1983

3301-35-03 Educational Resources

Resources for implementation of the educational program shall be allocated in accordance with adopted policies which cover paragraphs (A) to (K) of this rule. Board policies shall be available to parents, pupils, and school personnel.

- (A) Certificated and classified staff shall be recruited, employed, assigned, evaluated, and provided inservice education without discrimination on the basis of age, color, national origin, race, or sex.

EDUCATIONAL RESOURCES

- (1) Certificated and classified staff shall be assigned responsibilities in accordance with written position descriptions commensurate with their certification and qualifications, respectively.
- (2) Each certificated staff member shall hold the appropriate type certificate with respect to assigned position in accordance with section 3319.22 or 3301.071 of the Revised Code. Copies of certificates appropriate to assignments shall be on file in the administrative office.

Certificated staff holding elementary certificates may be assigned to grades seven and eight. Certificated staff holding secondary certificates may be assigned to grades seven and eight to teach the subjects for which certification is held.

- (3) The ratio of teachers to pupils on a districtwide basis shall be at least one full-time equivalent classroom teacher per twenty-five pupils in average daily membership. Said ratio shall be calculated in accordance with sections 3317.02 and 3317.023 of the Revised Code.

The ratio of teachers to pupils in kindergarten through fourth grade on a districtwide basis shall be at least one full-time equivalent classroom teacher per twenty-five pupils in average daily membership. Said ratio shall be calculated in accordance with sections 3317.02 and 3317.023 of the Revised Code. The effective date of this requirement shall be September 1, 1986.

- (4) A minimum of five full-time equivalent educational service personnel shall be employed on a districtwide basis for each one thousand pupils in average daily membership. Said ratio shall be calculated in accordance with sections 3317.02 and 3317.023 of the Revised Code.

Educational service personnel shall be assigned to at least five of seven areas: counselor, librarian, school nurse, visiting teacher, and elementary art, music, and physical education. Educational service personnel assigned to elementary art, music, and physical education shall hold the special teaching certificate in the subject assigned.

- (5) Each school shall be provided the services of a principal. Each school with fifteen or more full-time equivalent classroom teachers shall be assigned the services of a full-time principal. A principal shall be assigned to no more than two schools.

MINIMUM STANDARDS

EDUCATIONAL RESOURCES

- (6) Curriculum supervision shall be provided to assist in the improvement of the instructional program.
- (7) Each school shall be provided clerical and custodial services.
- (8) Certificated and classified staff shall be supervised and evaluated according to a planned sequence of observations and evaluation conferences.
- (9) Certificated and classified staff shall have opportunities to participate in inservice education, which shall include:
 - (a) Cooperative planning, implementation, and evaluation;
 - (b) Job-related training in areas of need identified in personnel evaluations;
 - (c) Orientation activities for new employees.

Annual inservice education for certificated staff shall include instructional methods, subject matter updates, and strategies for preventing and correcting disruptive behavior.

- (10) Records shall be maintained on staff participation in inservice education and educational program development.
 - (11) Staff shall have access to a professional library.
 - (12) The schedule for each full-time equivalent classroom teacher, who is assigned to a school with a teacher day of six hours or longer exclusive of the lunch period, shall include at least two hundred minutes per week for instructional planning and evaluation and conferences.
- (B) Instructional materials and equipment shall support attainment of objectives specified in courses of study.
- (1) Instructional materials, textbooks, and equipment shall be available for teacher and pupil use at each grade level.
 - (a) Instructional materials, textbooks, and equipment shall be selected according to adopted policies with the involvement of certificated staff.
 - (b) Instructional materials, textbooks, and equipment shall be current.
 - (2) A library shall be provided in each school.
 - (a) The library collection shall:
 - (i) Be selected according to adopted policies with the involvement of certificated staff;
 - (ii) Include materials which support attainment of objectives specified in courses of study;

EDUCATIONAL RESOURCES

- (iii) Include materials appropriate to pupil ages, interests, and educational needs;
 - (iv) Include current reference materials with at least one set of encyclopedia having a copyright date within the past five years;
 - (v) Be inventoried and cataloged centrally according to a nationally recognized system;
 - (vi) Be organized for convenient accessibility.
 - (b) Each library shall be staffed by a certificated librarian or by an aide or volunteer supervised by a certificated librarian. Library services shall be available throughout the school day.
 - (c) Library services shall include provisions for:
 - (i) Instruction of pupils in library skills;
 - (ii) Instruction of certificated staff in the use of library services and the production of instructional materials.
 - (d) Annual school year district expenditures for library materials and equipment shall amount to at least one-half of one per cent of the total general fund expenditures for regular instruction for the previous school year as entered on "Form 625, Ohio Common Core Data."
- (C) Facilities shall accommodate the enrollment and the philosophy of education and educational goals of the school.
- (1) Facilities shall be of a quality and quantity to support pupil learning relative to objectives specified in courses of study. Facilities for guidance and counseling shall be of a quality and quantity to implement the district plan for guidance services. First aid facilities and space for temporary placement or isolation of injured or ill pupils shall be provided.
 - (2) Facilities shall be available to support the work of certificated staff and shall include work space, filing facilities, access to a telephone, and access to a room for private conferences.
 - (3) School facilities and grounds shall be well-maintained, free from hazards, and in compliance with fire and safety laws and regulations as evidenced by:
 - (a) Reports of annual school fire inspections as conducted by the appropriate local authority;
 - (b) Reports of annual school health inspections as conducted by the appropriate local authority;

MINIMUM STANDARDS

EDUCATIONAL RESOURCES

- (D) Pupil health and safety shall be safeguarded by an organized program of school health services designed to identify pupil health problems and to coordinate school and community health resources for pupils, as evidenced by but not limited to:
 - (1) Compliance with immunization requirements of section 3313.67 of the Revised Code;
 - (2) Compliance with emergency medical authorization requirements of section 3313.712 of the Revised Code;
 - (3) Screening procedures to identify pupils with vision and hearing problems and a program of health counseling, referral, and follow-up;
 - (4) Procedures for emergency situations including fire drills, rapid dismissals, and tornado drills in accordance with section 3737.73 of the Revised Code;
 - (5) Records of monthly fire drills or rapid dismissals and records of tornado drills;
 - (6) Emergency procedures posted in classrooms and available to parents, pupils, and school personnel;
 - (7) Emergency telephone numbers posted by each telephone;
 - (8) Supervision of school grounds, play areas, and other facilities when scheduled for pupil use;
 - (9) First aid facilities and materials.
- (E) Pupil cumulative records shall be maintained.
- (F) Pupil admission, placement, and withdrawal shall be processed according to established procedures.
 - (1) Admission of pupils to kindergarten and grade one shall be in accordance with section 3321.01 of the Revised Code.
 - (2) Grade placement and units of credit shall be accepted for pupils transferring from any school in the state of Ohio which is in compliance with Chapter 3301-35 of the Administrative Code and from any out-of-state school approved by a state department of education or the equivalent for schools attended in a foreign country.

Credit for foreign exchange studies may be assigned in accordance with paragraph (B)(8) of Rule 3301-35-02 of the Administrative Code.
- (G) Pupil attendance and conduct shall be administered according to established objectives and procedures.
 - (1) Pupil attendance shall be administered in accordance with section 3321.04 of the Revised Code.

EDUCATIONAL RESOURCES

- 2) Pupil conduct shall be governed by a code of conduct. The code of conduct shall:
 - (a) Specify expectations for pupil attendance and conduct;
 - (b) Specify procedures, corrective measures, and penalties regarding code of conduct violations;
 - (c) Safeguard pupil due process rights;
 - (d) Be available to parents, pupils, and school personnel;
 - (e) Be posted in accordance with section 3313.661 of the Revised Code.
- (H) School guidance services shall be provided for pupils in kindergarten through twelfth grade in accordance with a written plan adopted by the board of education.
 - (1) School guidance services shall include:
 - (a) Systematic aid to pupils regarding educational, career, civic, personal, and social concerns including the harmful effects of drugs, alcohol, and tobacco;
 - (b) Appraisal, counseling, educational and career planning, referral, and staff consultations.
 - (2) Counseling services shall be provided by a certificated school counselor.
- (I) Pupil activity programs shall be operated in accordance with the philosophy of education and educational goals and shall safeguard the interests of the school, participants, and spectators. Schools shall not sponsor interscholastic athletics for pupils in kindergarten through sixth grade.
- (J) A planned community relations program shall be implemented to encourage citizen participation in and support for the educational program. The community relations program shall give evidence of efforts to:
 - (1) Encourage citizen participation in school functions in accordance with the philosophy of education and educational goals;
 - (2) Communicate educational program goals, strengths, and needs;
 - (3) Provide information regarding school activities and pupil accomplishments;
 - (4) Enlist community resources to support the educational program;
 - (5) Utilize the services of volunteers who are assigned responsibilities consistent with their qualifications and experience and who are supervised by appropriate school personnel.

MINIMUM STANDARDS

NONPUBLIC SCHOOL

- (K) Educational resource allocation in accordance with paragraphs (A) to (J) of this rule shall be evaluated at least once every five years. Evaluation procedures shall be conducted according to professionally recognized criteria and procedures.

Effective: September 1, 1983

3301-35-04 Nonpublic School

A nonpublic school chartered by the state board of education shall comply with rules 3301-35-01 to 3301-35-03 of the Administrative Code, with the following modifications:

- (A) Paragraph (B)(12) of Rule 3301-35-02 of the Administrative Code, school day for grades seven and eight, shall apply as follows:

The school day for pupils in grades seven and eight shall consist of scheduled classes, supervised activities excluding interscholastic athletics, or approved educational options for at least five hours exclusive of the lunch period.

- (B) Paragraph (B)(13) of Rule 3301-35-02 of the Administrative Code, school day for grades nine through twelve, shall apply as follows:

- (1) The school day for pupils in grades nine through twelve shall consist of scheduled classes, supervised activities excluding interscholastic athletics, or approved educational options for at least five hours exclusive of the lunch period.
- (2) A minimum of thirty-three units shall be scheduled and operated in separately organized classes each year. The thirty-three units shall be distributed as follows:
 - (a) Business or vocational business, two units of which at least one-half unit shall be typewriting or keyboarding;
 - (b) Economics, one-half unit;
 - (c) English language arts, four and one-half units;
 - (d) Fine arts, four units of which at least one unit shall be art and one unit shall be music;
 - (e) Foreign language, three units if one foreign language is scheduled; or two units each if two foreign languages are scheduled;
 - (f) Health, one-half unit;
 - (g) Home economics or vocational home economics, two units;

SPECIAL PURPOSE SCHOOL

- (h) Industrial arts, two units;
 - (i) Mathematics, four units;
 - (j) Physical education, one-half unit;
 - (k) Reading, one-half unit;
 - (l) Science, four units, including at least two laboratory courses;
 - (m) Social studies, two and one-half units, including one-half unit of American history and one-half unit of American government;
 - (n) Electives, three units.
- (C) Paragraphs (A)(3) and (A)(4) of rule 3301-35-03 of the Administrative Code, pupil-teacher ratio and educational service personnel, shall not apply.
- (D) Paragraph (B)(2)(d) of rule 3301-35-03 of the Administrative Code, library expenditures, shall not apply.
- (E) Paragraph (J) of rule 3301-35-03 of the Administrative Code, community relations, shall not apply.

Effective: September 1, 1983

3301-35-05 Special Purpose School

A special purpose school may be established provided it complies with minimum standards specified in rules 3301-35-01 to 3301-35-03 of the Administrative Code with the following modifications:

- (A) College preparatory high school.
- (1) A school district may establish a college preparatory high school provided pupils have the option of attending a high school which operates in accordance with rules 3301-35-01 to 3301-35-03 of the Administrative Code.
 - (2) The number of graduates admitted to degree granting institutions shall equal or exceed ninety-five per cent of the graduates for a period of three consecutive years immediately preceding the request.
 - (3) Paragraph (B)(2) of rule 3301-35-02 of the Administrative Code, competency based education, shall not apply.
 - (4) Paragraph (B)(13) of rule 3301-35-02 of the Administrative Code, units of credit scheduled, shall apply as follows:

MINIMUM STANDARDS

SPECIAL PURPOSE SCHOOL

Courses shall be scheduled and operated in separately organized classes each year to permit pupils to meet graduation requirements specified in paragraph (B)(6) of rule 3301-35-02 of the Administrative Code.

(B) Alternative School.

- (1) A school district may establish an alternative school provided pupils have the option of attending a school which operates in accordance with rules 3301-35-01 to 3301-35-03 of the Administrative Code.
- (2) Courses shall be scheduled and operated in separately organized classes each year to permit pupils to meet graduation requirements specified in paragraph (B)(6) of rule 3301-35-02 of the Administrative Code.

(C) A nonpublic school for special needs pupils may be chartered in accordance with minimum standards specified in rules 3301-35-01 to 3301-35-04 of the Administrative Code subject to such exceptions as may be approved by the state board of education on the basis of recommendations by the superintendent of public instruction.

(D) An adult high school may be chartered in accordance with minimum standards specified in rules 3301-35-01 to 3301-35-03 of the Administrative Code, subject to such exceptions as may be approved by the state board of education on the basis of recommendations by the superintendent of public instruction.

(E) A school provided by a state institution may be chartered in accordance with minimum standards specified in rules 3301-35-01 to 3301-35-03 of the Administrative Code subject to such exceptions as may be approved by the state board of education on the basis of recommendations by the superintendent of public instruction.

Effective: September 1, 1983

PROCEDURES FOR NEW SCHOOL

3301-35-06 Procedures For Beginning A New School and When Changing Location or Ownership of a School

- (A) A new school may be established and operated for a specified period in accordance with the following procedures, provided the school has at least three grade levels or fifteen pupils.
- (1) The superintendent shall initiate contact with the Ohio department of education regarding plans for beginning a school.
 - (2) The Ohio department of education shall provide copies of minimum standards and procedures for beginning a school.
 - (3) The superintendent shall submit a plan for attaining compliance with minimum standards to the Ohio department of education. The plan shall include:
 - (a) Objectives related to minimum standards;
 - (b) A timeline for attaining compliance with minimum standards.
- Nonpublic schools shall comply with rules 3301-39-01 to 3301-39-04 of the Administrative Code, "Rules On Racially Nondiscriminatory Policies And Practices For Nonpublic Schools."
- (4) A new school may operate under a letter of approval issued by the Ohio department of education subsequent to an onsite evaluation of the school relative to a school plan. A new school may be approved to operate according to a plan for a period not to exceed four years.
 - (5) The superintendent of public instruction may recommend to the state board of education that a charter be granted when an onsite evaluation indicates that a school is in compliance with minimum standards.
- (B) A change in location or ownership of any school shall be reported to the Ohio department of education. A change in location or ownership shall render a charter null and void.

Effective: September 1, 1983

EVALUATIONS

3301-35-07 Procedures For Evaluations

(A) A school shall be evaluated at least once every five years to determine compliance with rules 3301-35-01 to 3301-35-06 of the Administrative Code.

(1) The superintendent shall be informed of evaluation dates and procedures.

(2) A written report of the results of the school evaluation shall be mailed to the superintendent, the principal, and the president of the board of education. The evaluation report shall specify any deficiencies and dates by which corrections will be required.

The principal shall notify parents and other interested parties of a public meeting to be held within thirty days of receipt of the evaluation report. The purpose of the meeting would be to discuss the results of the school evaluation.

(3) A plan to correct deficiencies shall be prepared and submitted to the Ohio department of education.

(4) Onsite verification may be conducted to review progress regarding the correction of deficiencies.

(5) An extension of the timeline or alternate means for correction of deficiencies may be approved by the state board of education.

(6) The Ohio department of education shall make public notice of any deficiencies which have not been corrected by the times specified in the evaluation report. Failure to comply with rules 3301-35-01 to 3301-35-06 of the Administrative Code shall be cause for initiating charter revocation proceedings in accordance with section 3301.16 of the Revised Code and Chapter 119. of the Revised Code.

(B) Exceptions to the provisions of rules 3301-35-01 to 3301-35-06 of the Administrative Code may be granted by the state board of education upon evidence of good and sufficient reason.

Effective: September 1, 1983

ELEMENTARY AND SECONDARY SCHOOLS
NON-CHARTERED
NON-TAX SUPPORTED SCHOOL

**3301-35-08 Non-Chartered, Non-Tax
Supported School**

A school, which is not chartered or seeking a charter from the state board of education because of truly held religious beliefs, shall annually certify in a report to the parents of its pupils that the school meets Ohio minimum standards for non-chartered, non-tax supported schools cited in paragraphs (A) to (H) of this rule. A copy of said report shall be filed with the Ohio department of education on or before the thirtieth of September of each year.

- (A) School year. The school shall be open for instruction with pupils in attendance for not less than one hundred eighty-two days each school year according to section 3313.48 of the Revised Code.
- (B) School day. The school day for pupils in grades one through twelve shall be no less than five hours exclusive of the noon recess according to section 3313.48 of the Revised Code.
- (C) Pupil attendance. Pupil attendance shall be reported to facilitate administration of laws relating to compulsory education and the employment of minors. Parents shall be responsible for reporting their child's school enrollment or withdrawal. An individual in charge of the non-chartered, non-tax supported school may, as a matter of convenience, provide the report for the parent.
 - (1) The attendance report shall include the name, age, and place of residence of each pupil below eighteen years of age.
 - (2) The report shall be made to the treasurer of the board of education of the city, exempted village, or local school district in which the pupil resides.
 - (3) The report shall be made within the first two weeks of the beginning of each school year. In the case of pupil withdrawal or entrance during the school year, notice shall be given to the treasurer of the appropriate board(s) of education. Such notice shall be given within the first week of the next school month.
- (D) Teacher and administrator qualifications. Teachers and administrators shall have received a bachelor's degree or the equivalent thereof from a recognized college or university.

MINIMUM STANDARDS

NON-CHARTERED NON-TAX SUPPORTED SCHOOL

- (E) Courses of study. Each non-chartered, non-tax supported school shall have courses of study for the following subjects:
 - (1) Language arts;
 - (2) Geography, the history of the United States and Ohio, and national, state, and local government;
 - (3) Mathematics;
 - (4) Science;
 - (5) Health;
 - (6) Physical education;
 - (7) The fine arts, including music;
 - (8) First aid, safety, and fire prevention;
 - (9) Other subjects as prescribed by the non-chartered, non-tax supported school.
- (F) Pupil promotion. Each non-chartered, non-tax supported school shall follow regular procedures for promotion from grade to grade of pupils who have met the school's educational requirements.
- (G) Pupil health and safety. Each non-chartered, non-tax supported school shall comply with state and local health, fire, and safety laws.
- (H) Pupils attending a non-chartered, non-tax supported school are not entitled to pupil transportation as provided pursuant to section 3327.01 of the Revised Code, and pupils attending a non-chartered, non-tax supported school are not entitled to auxiliary services as provided pursuant to section 3317.06 of the Revised Code.

A non-chartered, non-tax supported school is not entitled to nonpublic administrative cost reimbursement provided pursuant to section 3317.063 of the Revised Code.

Effective: September 1, 1983

NOTES

MINIMUM STANDARDS

NOTES

ELEMENTARY AND SECONDARY SCHOOLS

NOTES

Total copies printed: 40,000
Unit cost: \$ 2924
Publication date: 9/83
(Includes paper costs)



THE OHIO DEPARTMENT OF EDUCATION
DIVISION OF ELEMENTARY & SECONDARY EDUCATION

88 SOUTH FRONT STREET
COLUMBUS, OHIO 43215 (614) 466-1761

"AN EQUAL OPPORTUNITY EMPLOYER"

